



REQUIREMENTS FOR CTS PREPARATION

- Complete filled-up RESERVATION AGREEMENT
- Payment Term Sheet with Buyer's Conformity (6 sets)
- Completely filled-up Buyer's Information Sheet (BIS)
- Complete Post-Dated Checks for the Downpayment (*for Bank Financing and In-House Financing only*)
 - Complete Post-Dated Checks for the Monthly Amortization and Estimated Transfer of Title Expense (*Compliance with in 30 days*)

Buyer's/Company's/Representative's Tax Identification Number (TIN) (*Compliance with in 30 days*)

Billing statement or Certification from the Lessor (*Compliance with in 30 days*)
(with attached Valid ID of the lessor)

Complete Requirements (for each Buyer):
[List of valid government issued IDs are hereto attached for reference]

1. Single/Spouses/Married to/Joint Ownership/Widow/Widower:

- 2 valid government issued IDs
- 1 pc. 2x2 picture
- Birth Certificate Marriage Certificate
- CENOMAR (NSO certified) Death Certificate (NSO Certified)- if applicable
- Affidavit of Citizenship (*for former Filipino/s*) :
 - 4 sets notarized 2 sets consularized (if based abroad)
- Waiver/Affidavit of Paraphernal (*if Spouses are Foreign citizen*) :
 - 4 sets notarized 2 sets consularized (if based abroad)
- ▶ If with Special Power of Attorney:**
 - 2 valid government issued IDs of Attorney-In-Fact
 - 4 sets notarized 2 sets consularized (if based abroad)

2. For Buyer/s who is/are not yet of legal age (Minor)
- Represented only by the Parent/s or Legal Guardian (with Court Order):

- Birth Certificate
- 1 pc. 2x2 picture of the Buyer/s
- School ID/Passport (*if any*)
- 2 valid government issued IDs of Representative/Legal Guardian

3. For foreign Buyer/s (Purchase of Condominium Unit/Parking only):

- Foreign passport
- Birth Certificate (*if available*) Marriage Certificate
- 1 pc. 2x2 picture
- Special Power of Attorney
 - 2 valid government issued IDs
 - 4 sets notarized 2 sets consularized (if based abroad)

4. If under Company's name:

- SEC Registration (Corporation)
- Articles of Incorporation
- By- Laws
- Secretary's Certificate - Authorizing the Representative to sign in behalf of the Corporation (5 sets- notarized) 2
- valid government issued IDs of Representative
- 1 pc. 2x2 picture of Representative

5. If under Trade/Business name (Sole Proprietorship/Partnership):

- DTI Registration
- Business/Mayor's Permit
- Barangay Clearance
- BIR Certificate of Registration (TIN)
- 2 valid government issued IDs of Representative
- 1 pc. 2x2 picture of Representative

PENDING REQUIREMENTS:

- _____
- _____
- _____
- _____
- _____

COMPLETION DATE:

- _____
- _____
- _____
- _____
- _____

CONFORME: _____
(Buyer's Signature over printed name)

(Buyer's Signature over printed name)